

POSTING DATE: April 23, 2021

CLOSING DATE: May 6, 2021



CRIMINAL JUSTICE INFORMATION SERVICES DIVISION

MISSOURI STATE HIGHWAY PATROL

CAREER OPPORTUNITY BULLETIN

JOB ID: 1446

TITLE: CLERK TYPIST I, II, OR III

FACILITATOR: Madison Crisp
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DESCRIPTION: A Clerk Typist position exists within the Missouri State Highway Patrol's Criminal Justice Information Services Division. The official domicile for this position is Jefferson City, Missouri. This position is classified as non-exempt under the Fair Labor Standards Act.

POSITION SUMMARY: This position is responsible for performing administrative and clerical work within the Criminal Justice Information Services (CJIS) Division. In addition to receptionist duties, work includes processing paperwork, performing data entry, scanning and indexing documents, answering and routing phone calls, etc. This employee also assists and fills in for the division Clerk IV as needed. Work is performed independently within the framework of rules and procedures; however, deviations from established procedures are cleared with the supervisor.

Click [HERE](#) for a more detailed job description.

QUALIFICATIONS: **Clerk Typist I:** Possession of a high school diploma or equivalent. **Clerk Typist II:** Possession of a high school diploma or equivalent and possess one year of experience as a Clerk Typist I or comparable experience. **Clerk Typist III:** Possession of a high school diploma or equivalent and possess two years of experience as a Clerk Typist II or comparable experience.

NECESSARY SPECIAL REQUIREMENTS: Completion of a typing test.

SALARY RANGE (Semi-monthly): The minimum starting salary is \$1,029.00; however, salary may be commensurate with experience.

APPLICATION PROCEDURE: Individuals, including current Patrol employees, interested in this position must visit our website at <https://statepatrol.dps.mo.gov/> to complete and submit an [application](#) and typing test (<http://mshp-hrd.AssessTyping.com>) prior to the application deadline. Resumes will not be accepted in lieu of the application. Individuals who have previously completed an application must access their profile in the system to re-apply.

Interview boards are tentatively scheduled for the week of May 17, 2021. The tentative start date for this position is within 30 days of the interview.

ADDITIONAL INFORMATION: Final selection may be based upon several factors, e.g., results of an oral interview, written examination or exercise, review of past work performance, performance evaluations, and/or candidate's possession of the knowledge, skills, and abilities deemed necessary for successful performance in the job.

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Once a job offer has been made, employment with the Missouri State Highway Patrol is contingent upon the successful results of a background investigation and Patrol administered drug test.

Some Patrol duties relate to criminal activity. Therefore, employees may be exposed to written material, photographs, and/or verbal language of a sexual nature. The requirements of this position are not intended to create a hostile work environment; however, it is work of an extremely sensitive nature. A copy of the Missouri State Highway Patrol policy on sexual harassment is available upon request.

To be eligible for employment with the Patrol, applicants must meet all dress and appearance requirements. Click [HERE](#) for more details about dress and appearance requirements.

EEO STATEMENT: The Missouri State Highway Patrol is an equal opportunity employer. All qualified applicants will be considered for employment without regard to race, color, religion, sex, age, national origin, veteran status, ancestry, sexual orientation, or disability.